

TECHNICAL ASSISTANCE GUIDE: WAGNER-PEYSER		
Data Element/Eligibility Criteria	Program and Eligibility Requirements	Verify Options
Social Security Number (SSN)	<p>Documentation of the SSN is required for the JVSG program only.</p> <p>For other programs, staff must request the applicant's SSN.</p> <p>In instances where the applicant is hesitant to provide the SSN, staff should:</p> <ul style="list-style-type: none"> • Explain the State's requirement to maintain confidentiality of their SSN and that the SSN is maintained in a secure and confidential manner. <p>The State's reporting system uses the SSN to match a program participant's record with that individual's quarterly wage record information to assess the impact of the program's services.</p> <p>When an applicant refuses to provide his or her SSN and still requests workforce services: If it is determined the customer is eligible to receive services requiring an SSN, staff need to:</p> <ul style="list-style-type: none"> • Create a "pseudo SSN"; • Proceed with enrollment; and • Provide Services. <p>Additionally, staff should document in case notes their attempts to obtain the SSN. Participants with pseudo SSNs will be included in the outcomes for performance measures.</p> <p>Supplemental data may be used to document a participant's entry and retention in employment for participants not covered by wage records or enrolled under a pseudo SSN.</p>	<p>SSN verification is not required to complete a Wagner-Peyser (WP) only enrollment.</p> <p>To complete the enrollment for WP only purposes, select "Other" and enter "WP Enrollment" in the text box.</p> <p>SSN verification is required to complete enrollment into the JVSG Program.</p> <p>Documents to be used for SSN verification are limited to:</p> <ul style="list-style-type: none"> • DD-214 • Employment Records • Social Service Agency Records • Public Assistance Records • Social Security Benefits • Social Security Card • W-2 Form • Proof of UI eligibility/unemployment wage records • Selective Service Registration

Date of Birth (DOB)	WP enrollments are available to all individuals age 14 years and older. Documentation of DOB is required only for the JVSG program.	<p>DOB verification is not required to complete a Wagner-Peyser (WP) only enrollment.</p> <p>To complete the enrollment for WP only purposes, select “Other” and enter “WP Enrollment” in the text box.</p> <p>DOB verification is required to complete enrollment into the JVSG Program.</p> <p>Documents to be used for verification of DOB are limited to:</p> <ul style="list-style-type: none">• Driver’s License (current or expired)• Federal, State, or locally issued government ID card<ul style="list-style-type: none">○ Includes: Veteran’s Administration (VA) ID card and Military Retirement ID Card• Birth Certificate• DD-214, Report of Transfer or Discharge papers• Passport• Public Assistance Records/Social Service Records (including Selective Service Registration)• School Records or ID Card• Work Permit• Hospital Record of Birth• Proof of UI eligibility/employment wage records
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<p>Eligible Veteran Status</p>	<p>Eligibility is based on one of three criteria:</p> <ol style="list-style-type: none"> 1. If the individual is a person who served in the active U.S. military, naval, or air service for a period of less than or equal to 180 days, and who was discharged from such service under conditions other than dishonorable. 2. If the participant served on active duty for a period of more than 180 days and was discharged or released with other than a dishonorable discharge; or was discharged or released because of a service connected disability; or as a member of a reserve component under an order to active duty pursuant to section 167(a), (d), or (g), 673 (a) of Title 10, U.S.C., served on active duty during a period of war or in a campaign or expedition for which a campaign badge is authorized and was discharged or released from such duty with other than a dishonorable discharge. 3. If the participant is: (a) the spouse of any person who died on active duty or of a service connected disability; (b) the spouse of any member of the Armed Forces serving on active duty who at the time of application for assistance is listed, pursuant to 38 U.S.C 101 in one or more of the following categories and has been so listed for more than 90 days: (i) missing in action; (ii) captured in the line of duty by a hostile force; or (iii) forcibly detained or interned in the line of duty by a foreign government or power; or (c) the spouse of any person who has a total disability permanent in nature resulting from a service connected disability or the spouse of a veteran who died while a disability so evaluated was in existence. 	<p>Documents to be used for verification of Eligible Veteran Status are limited to:</p> <ul style="list-style-type: none"> • DD-214 • Cross-Match with Department of Defense Records • Cross-Match with Veterans Services Database <ul style="list-style-type: none"> ○ Includes MO DL with veteran designation • Letter from the Veterans Administration (VA) <ul style="list-style-type: none"> ○ Includes: VA ID card and Military Retirement ID Card
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Unemployment Compensation Eligible Status	Individual has filed a claim and has been determined eligible for Unemployment Compensation (UC). Documentation is required for UC status and for RESEA referral purposes.	Documents to be used for verification are limited to: <ul style="list-style-type: none"> • Referral by RESEA • UI Records • Letter of Benefit Proof (B201) printed
Temporary Assistance to Needy Families (TANF)	Individual is a person who is listed on the welfare grant or has received cash assistance or other support services from the TANF agency in the last six months prior to participation in the program.	Documents to be used for verification are limited to: <ul style="list-style-type: none"> • Missouri Social Service Printout • Cross-Match with TANF Public Assistance Records (TANF Indicator in System)
Exhausting TANF within 2 Years	Individual, at program entry, is within 2 years of exhausting lifetime eligibility, regardless of whether receiving these benefits at program entry.	Documents to be used for verification are limited to: <ul style="list-style-type: none"> • Missouri Social Service Printout • Cross-Match with TANF Public Assistance Records
Supplemental Security Disability Insurance (SSDI)	Individual is receiving or has received SSDI under Title XVI of the Social Security ACT in the last 6 months prior to participation in the program	Documents to be used for verification are limited to: <ul style="list-style-type: none"> • SSDI Receipt of Benefits Verification • Referral Transmittal from SSA • SSDI Eligibility Verification • Cross-Match with SSA Database
Supplemental Security Income (SSI)	Individual is receiving or has received SSI under Title XVI of the Social Security ACT in the last 6 months prior to participation in the program	Documents to be used for verification are limited to: <ul style="list-style-type: none"> • SSI Receipt of Benefits Verification • Referral Transmittal from SSA • SSI Eligibility Verification • Cross-Match with SSA Database

Supplemental Nutrition Assistance Program (SNAP)	Participant is receiving assistance through the Supplemental Nutrition Assistance Program (SNAP) under the Food and Nutrition Act of 2008 (7 USC 2011 et seq.)	Documents to be used for verification are limited to: <ul style="list-style-type: none"> • SNAP Eligibility Verification • Copy of Authorization to Receive Food Stamps • Documentation of Food Stamp Benefit Receipt • Referral Transmittal from SNAP • Cross-Match with SNAP Public Assistance Records
Basic Skills Deficient/Low Levels of Literacy at Program Entry	Individual is either: <ol style="list-style-type: none"> 1. a youth who has English reading, writing, or computing skills at or below the 8th grade level on a generally accepted standardized test; or 2. a youth or adult who is unable to compute and solve problems, or read, write, or speak English at a level necessary to function on the job, in the participant's family, or in society. 	Documents to be used for verification are limited to: <ul style="list-style-type: none"> • Case notes • Assessment Test Results • Applicable Records from Educational Institution (transcripts, academic assessments, or other school documentation)
Equal Opportunity (EO) and Complaint & Grievance Rights Notification	All employees, former employees, customers, non- customers or employers must be made aware of their equal opportunity rights and responsibilities, as well as their complaint and grievance rights under the Workforce Innovation and Opportunity Act. In order to ensure equal opportunity for customers within the Workforce System, the Missouri Office of Workforce Development (OWD) and all of its sub- recipients must provide initial and continuing notice that they do not discriminate on any prohibited grounds, and that there is a process to resolve any complaints or grievances.	Job Center staff must provide a copy of the Equal Opportunity Notice and the Complaint & Grievance Notice DWD-EO-15 to each employee, applicant, registrant, eligible applicant/registant, employer, and participant; and retain original signed copies in the participant's record.